



OFFICE: (406) 276-3571 • FAX: (406) 276-3495 • 1 NORTH HARRISON • PO BOX 186 • LIMA, MT 59739

## Business Manager/ Clerk of the Board Position Open

**Position Details:** \$32,500 DOE, Full Time (school year & summer months), Benefits Available (health insurance, PTO, etc)

**Reports To:** Superintendent/Board of Trustees

### Essential Functions:

- Attend all meetings of the Board of Trustees, unless excused by the chairperson.
- Responsible for taking and maintaining accurate minutes of meetings of the Board of Trustees.
- Acts as custodian of all records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and minutes.
- Responsible for keeping accurate and detailed accounts of all receipts and disbursements.
- Responsible for drawing and countersigning all warrants for expenditures.
- Serves as the District's School Election Administrator.
- Responsible for preparing and submitting financial reports to the superintendent and the Board as requested.
- Processes all authorized invoices.
- Maintains records of paid/unpaid invoices and purchase orders.
- Assists in budget preparation and with audits.
- Processes payroll data for all School District employees and prepares payroll checks for distribution.
- Maintains up-to-date files of all payroll information.
- Responsible for employment forms, including but not limited to retirement, IRS, and W-2's.
- Responsible for communicating with governmental agencies, labor organizations, TRS, and PERS to provide information.
- *Only minimum duties are listed. Other functions may be required as given or assigned.*

### Desired Minimum Qualifications:

- One-year experience in typing and general clerical work; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- A bachelor's degree is preferred.
- Basic arithmetic, filing, and record-keeping procedures.
- Proficiently operate standard office equipment, including copier, computer terminal, word processor, etc.
- Communicate effectively with students, public, and staff.
- Compile and maintain accurate and complete records and reports.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Type at a net corrected speed of 50 words per minute.
- Ability to handle stressful situations, maintain confidentiality of employment and student matters and effectively manage time and responsibilities.

For more information please contact Shay Baize at (406) 276-3571 or [sbaize@limaschoolmt.org](mailto:sbaize@limaschoolmt.org). The Lima School District is an Equal Opportunity Employer